

AL11780  
C2

# 2006

# CareerShop

A catalogue of career and workplace resources

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

Now including resources for  
employers, immigrants and workers



**Alberta**  
Human Resources  
and Employment

the people  
& workplace  
department

**e-CareerShop—Download or order products on-line**  
**[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)**

Many of the publications listed in this catalogue are also available to order or download from our e-CareerShop catalogue on-line at **[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)**

To find out which publications are available for download, scroll down to the Product Search box on the e-CareerShop website and click on the **View on-line products** link. To download, find the publication you need and click on the **Download Publication (PDF)** link. Other quick links under Product Search allow you to view only new products, view products alphabetically, or search for products by audience (e.g. immigrants), category (e.g. workplace resources), format (e.g. posters), and keyword.

**Or contact to order**

To order extra copies of this catalogue (Catalogue Item #623866) or the resources listed, see the Order Form on page 36, or contact

Learning Resources Centre  
12360-142 Street  
Edmonton, AB T5L 4X9  
Internet [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)  
Fax (780) 422-9750  
Telephone (780) 427-5775

If you have feedback on our products, suggestions for future career resources or need information on copyright, please contact us

Alberta Human Resources and Employment  
People, Skills and Workplace Resources  
12th Floor, Capital Health Centre, South Tower  
10030-107 Street, Edmonton, AB, Canada T5J 3E4  
E-mail [info@alis.gov.ab.ca](mailto:info@alis.gov.ab.ca)  
Telephone (780) 422-1794  
Fax (780) 422-5319

ISBN 0-7785-1615-6

© 2006, Government of Alberta, Human Resources and Employment

This material may be used, reproduced, stored or transmitted for non-commercial purposes. However, Crown copyright is to be acknowledged. It is not to be used, reproduced, stored or transmitted for commercial purposes without written permission from the Government of Alberta, Human Resources and Employment. This book is not for resale unless licensed with Government of Alberta, Human Resources and Employment.

# WELCOME

## to the CareerShop 2006 catalogue... your one-stop shop for career and workplace resources

You'll find current, well-researched, easy-to-understand publications and posters about career planning, the workplace and the labour market. We specialize in information resources to help Albertans make informed decisions about career, learning and employment.

### Contents

Contents Chart (by Category and Audience) .....	2
Publications (listed alphabetically) .....	4
Posters .....	34
Order Form .....	36

### What's new

Check out these new publications to be released in 2006:

- Labour Market Information for Your Business: A practical guide
- Safe and Healthy: A guide to managing an aging workforce

# 2006 CONTENTS CHART BY CATEGORY & AUDIENCE

Category/Title	Page	Audience									
		Aboriginal People	Employers, including Managers/Supervisors	Low Literacy	Older Workers	Parents	Persons with Disabilities	Job Seekers/Workers	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
<b>CAREER PLANNING</b>											
Canada Prospects (also in French)	6							•	•	•	
Career Gear	8									•	
Career Planner	8			•				•		•	
Finding Out	14							•		•	
A Guide for Midlife Career Moves	15				•						
The Investigator	16								•	•	
Lasting Gifts	18					•				•	
Making Sense of Labour Market Information	20							•			
Multiple Choices	21							•		•	
Radical Change in the World of Work: The workbook	23							•			
Skills Plus Handbook	25							•		•	
Volunteering	29							•		•	
Workability Handbook	32			•				•	•	•	
Working in Alberta	33										•
<b>EDUCATION PLANNING</b>											
Adult Back to School Planner	4			•							
EDinfo	11								•	•	
Education and Training Planner	12			•				•		•	
The Investigator	16								•	•	
Money 101	20					•				•	
Time to Choose	28									•	
Training for Work	29							•		•	
<b>OCCUPATIONAL INFORMATION</b>											
Alberta Careers Update	5		•					•	•		
CERTinfo	9								•		
Making Sense of Labour Market Information	20							•			
OCCinfo	21							•	•	•	
<b>TRANSITIONS</b>											
Adult Back to School Planner	4			•							
Change and Transitions	9							•			
Creating a New Future	10							•			
A Guide for Midlife Career Moves	15				•						
Positive Works II	22							•			
Radical Change in the World of Work: The workbook	23							•			
Seekers & Storytellers	24	•								•	
Stretch Your Dollars: Budgeting basics	28					•				•	
Welcome to Alberta	30										•
Woman Today, Edition 1	31							•			
Woman Today, Edition 2	32							•			
Workability Handbook	32			•				•	•	•	
<b>WORK SEARCH/ JOB MAINTENANCE</b>											
Advanced Techniques for Work Search	4							•			
Employment Series for Persons with Disabilities: Tips for job seekers	13						•				
A Guide for Midlife Career Moves	15				•						
The Investigator	16								•	•	
Job Seeker's Handbook	17							•		•	
Job Smart	17							•	•	•	
Making Sense of Labour Market Information	20							•			
Self-Employment: Is it for me?	24							•			
Workability Handbook	32			•				•	•	•	
Working in Alberta	33										•

Generally, the publications listed in this catalogue are produced for all Albertans.  
Use this chart to find publications by topic or for a specific audience.

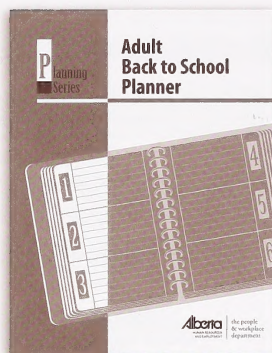
Category/Title	Page	Audience									
		Aboriginal People	Employers, including Managers/Supervisors	Low Literacy	Older Workers	Parents	Persons with Disabilities	Job Seekers/Workers	Teachers/Counsellors, Career and HR Practitioners	Youth	Immigrants
<b>WORKPLACE RESOURCES</b>											
Better Balance, Better Business	5		•								
Diversity	11		•								
Employment Series for Persons with Disabilities: Tips for employers	13		•								
Finders & Keepers	14		•								
A Guide to Rights and Responsibilities in Alberta Workplaces	16		•					•		•	•
Labour Market Information for Your Business: A practical guide	18		•								
Let's Talk: A guide to resolving workplace conflicts	19		•					•			
Safe and Healthy: A guide to managing an aging workforce	23		•								
Skills by Design	25		•								
Working in Alberta	33										•
X-treme Safety	33		•			•		•	•	•	
<b>PROFESSIONAL RESOURCES</b>											
Building Tomorrow Today	6								•		
Canada Prospects Facilitator's Guide (Bilingual)	7								•		
Career Digest (also in French)	7								•		
CERTinfo	9								•		
Creating a Career Resource Centre	10								•		
EDinfo	11								•	•	
Employment Series for Persons with Disabilities: Tips for service providers	13								•		
Groups Work: A career practitioner's resource guide	15								•		
Looking for Work	19			•				•	•		
OCCinfo	21							•	•	•	
The Smarts Series for Counsellors: Lifesmarts	26			•				•	•		
Schoolsmarts											
Worksmarts											
Volunteering and Career Building	30								•		
What Works (also in French)	31								•		
<b>FRENCH RESOURCES</b>											
Canada Prospects Facilitator's Guide (Bilingual)	7								•		
Perspectives canadiennes	6							•	•	•	
Sélections Carrière: Concepts en développement de carrière pour le monde d'aujourd'hui	7								•		
<b>POSTERS</b>											
Aboriginal Role Models	34	•							•	•	
Alberta's Workforce (Centennial)	34										
ALIS	34								•	•	
Career Gear	34								•	•	
Career Information Hotline	34								•		
Girl in the Mirror	35										
Leaving Never Ends	35										
Life Changes	35										
Lifelong Learning: Growing Up	35										
Many Hats, Many Choices	35										
Occupations Unlimited	35								•	•	
Physics Connections	35								•		
Positive Works	34										
Positive Works at Work (set of 2)	35		•					•			
Skill Crazy	35										
Sources and Resources: Workplace Rights and Responsibilities	34		•					•			
X-treme Safety	34		•			•		•	•	•	

# PUBLICATIONS

## Adult Back to School Planner

(easy-to-read workbook, 2002, 60 pp.)

**Target Audience:** low literacy



Everything an adult needs to know about going back to school—making a plan, anticipating the challenges and knowing where to go for support. This workbook deals with how to cope with change, organize your life, take care of the kids, and more. It also covers effective study habits so you can get your homework done and maintain some balance in your life. Part of a planning series that includes *Career Planner* and *Education and Training Planner*.

**Catalogue Item # 462094**

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Advanced Techniques for Work Search

(workbook, updated 2006)

**Target Audience:** job seekers/workers

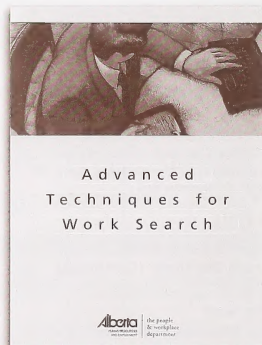
This workbook is designed to help improve work search strategies for self-directed adults with experience in the workforce or post-secondary education and training in their desired field. Packed with techniques to help you sell your skills in today's competitive job market, plus marketing tools such as portfolios, proposals, résumés and curricula vitae. An updated version available in Summer 2006 will feature new information about using the Internet in your work search.

**Catalogue Item # 462135**

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Alberta Careers Update

(book, 2004, 60 pp.)

**Target Audience:** employers, including managers/supervisors; job seekers/workers; teachers/counsellors, career and HR practitioners

This book looks at the global and provincial trends affecting Alberta's economy and society. These trends have an impact on occupations in the province and can affect career planning decisions. An Occupational Outlook section includes projections for over 500 occupational groups.

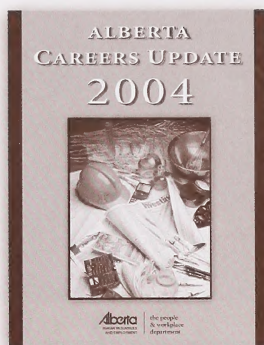
Catalogue Item # 558554

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

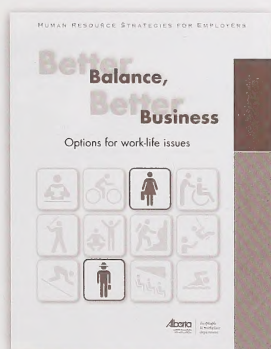


## Better Balance, Better Business

Options for work-life issues

(book, 2004, 48 pp.)

**Target Audience:** employers, including managers/supervisors



The often conflicting demands of work and personal time commitments of employees can create stress and other issues for both companies and their staff. This publication presents employers with the business case for why they should care about this issue, ways to improve the situation that will benefit both employers and employees, and ideas about making these useful changes. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 534091

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

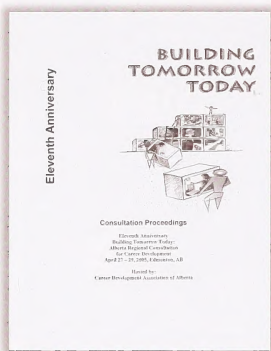
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Building Tomorrow Today

(conference proceedings, coil-bound book)

**Target Audience:** teachers/counsellors, career and HR practitioners



Building Tomorrow Today, the annual Alberta Regional Consultation on Career Development, draws practitioners from all over Alberta and beyond for three days of professional development. Sessions and discussions help career development practitioners keep in touch with leading-edge developments in their field, learn practical skills to use with their clients, and rekindle their sense of vision for the future. This book of proceedings outlines the keynote addresses and most of the sessions.

2005 Conference, Catalogue Item # 567240

Professional Resource

\$20.00 each (available Winter 2006)

2006 Conference, Catalogue Item # 623894

Professional Resource

\$20.00 each (available Winter 2007)

## Canada Prospects 2005–2006

(magazine, 2005, 48 pp.)

**NEW**

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth

“Seek Change, Find Direction” is the theme for *Canada Prospects 2005–2006*, based on the High 5 message “Change is Constant.” Flip through this year’s issue and you’ll find profiles, self-assessment exercises and insightful advice with a hands-on approach to finding the work you love. Readers will learn about industry sectors, essential skills and employability skills, as well as interview techniques, résumé writing and much more. Also available in French, *Perspectives canadiennes 2005–2006*.

Catalogue Item # 617011 English, # 617029 French

Free of charge for Alberta and NWT residents compliments of the Canada Career Consortium. Out of Alberta order from [www.careerccc.org](http://www.careerccc.org)



## Canada Prospects Facilitator's Guide 2005–2006

(facilitator guide, 2005, 32 pp.)

**NEW**

**Target Audience:** teachers/counsellors, career and HR practitioners

Your partner to *Canada Prospects 2005–2006*, this bilingual guide offers a collection of easy-to-deliver, hands-on activities that invite students, youth and adults in career transition to apply the career information and tools in *Canada Prospects*.

Catalogue Item # 617045 Bilingual  
Professional Resource

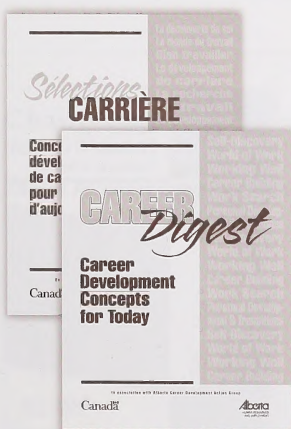
Free of charge for Alberta and NWT residents  
compliments of the Canada Career Consortium.  
Out of Alberta order from **www.careerccc.org**



## Career Digest Career development concepts for today

(facilitator guide/handouts, 2000, 3-hole punched, 107 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners



Whether you're guiding clients or students in maintaining momentum or in following their passions, *Career Digest* has something for you. This package provides short, easy-to-read articles covering Self-Discovery, World of Work, Working Well, Career Building, Work Search, and Personal Development and Transitions. It also has a facilitator's guide with examples of ways the articles can be used as handouts in group or classroom settings. Also available in French, *Sélections Carrière: Concepts en développement Ode carrière pour le monde d'aujourd'hui*.

Catalogue Item # 407347 English, # 408600 French  
Professional Resource

\$15.00 each for Alberta and NWT residents

\$25.00 each out of Alberta

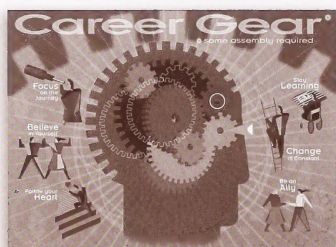
# PUBLICATIONS

## Career Gear

\* some assembly required

(organizer, vinyl pouch, 2001)

**Target Audience:** youth



There's a lot of great information out there to help you plan your career, choose a school or find a job. But how do you keep it all organized? *Career Gear* \* some assembly required is created for just that purpose. This vinyl pouch holds dividers for career, learning and employment information plus an extra tab that you can customize. As you gather information from multiple sources, you can organize it all in your personal folders.

Catalogue Item # 444133

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.00 each

10+ copies \$6.50 each

## Career Planner

Choosing an occupation

(easy-to-read workbook, 2002, 80 pp.)

**Target Audience:** low literacy; job seekers/workers; youth

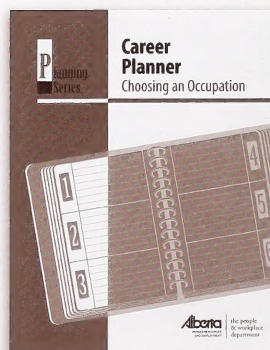
How do you decide what occupation is right for you? Take the five steps to a new career path. This plain language workbook is full of exercises and tips to work through the steps. It covers all of your questions: What am I doing right now? What do I need to know? What are my best choices? What do I need to do now? What actions will I take? The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Education and Training Planner*.

Catalogue Item # 462101

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## **CERTinfo**

### **Certification and Registration Requirements for Employment in Alberta**

(directory, 2004, 3-hole punched printed package, 96 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

Wondering about registration or certification requirements to work in specific skilled occupations in Alberta?

This directory provides information about occupations governed by Alberta legislation and regulations. A section titled Start Here answers frequently asked questions, while the section on Requirements for Professions and Trades provides information regarding specific occupations, including the titles of relevant legislation and who to contact for more information. *CERTinfo* is also available as an on-line resource at [www.alis.gov.ab.ca/certinfo](http://www.alis.gov.ab.ca/certinfo) for job seekers and immigrants.

Catalogue Item # 534108

Professional Resource

\$10.00 each for Alberta and NWT residents

\$20.00 each out of Alberta

For additional Alberta occupational information, see *OCCinfo*.

For additional information on educational programs in Alberta, see *EDinfo*.

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## **Change and Transitions**

(book, 2002, 36 pp.)

**Target Audience:** job seekers/workers

Change is all around us, every day. Sometimes we want change in our life, and we make it happen. But sometimes change happens when we don't want it. This book explores change and the emotional transitions and stresses that go with it. Full of examples, exercises, practical tips and strategies, *Change and Transitions* encourages us to make the most of change.

Catalogue Item # 458910

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.00 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Creating a Career Resource Centre

(book, 1996, 68 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

How do you set up and run a career resource centre to meet the needs of today's client? Where to start? How much will it cost and how can you obtain funding? What furnishings, equipment and computer software do you need? How will you organize materials and encourage clients to come in and look around? How will you know when you are succeeding? This book answers just about every question you might have. Appendices provide hints for developing a needs assessment questionnaire, a list of typical resource centre staff skills, and a sample classification system.

Catalogue Item # 327066

Professional Resource

\$10.00 each for Alberta and NWT residents

\$15.00 each out of Alberta

## Creating a New Future

### The job-loss workbook

(workbook, updated 2004, 68 pp.)

**Target Audience:** job seekers/workers

Are you suddenly without work? You're not alone. The question is how do you feel and what do you do about it? This workbook offers a whole range of practical information, exercises and options to ease the transition from being employed to being unemployed, to moving on and creating a new future. Topics include response to job loss, negotiating a severance package, financial planning, coping, building a support network, retraining and work options, and much more. Includes personal stories from others—how they handled their failures and successes and how they turned crises into opportunities.

Catalogue Item # 265886

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Diversity

**A strategy to meet your need for skilled workers**

(book, 2002, 48 pp.)

**Target Audience:** employers, including managers/supervisors

How do you as a business owner fill shortages of skilled workers? Consider recruiting and retaining a diversified workforce. This book offers a sound business case for hiring Aboriginal workers, immigrants, older workers, persons with disabilities, visible minorities and youth. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 462143

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

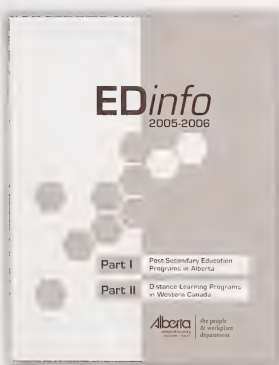


## EDinfo 2005–2006

(directory, 2005, 3-hole punched printed package, 1,500 pp.)

**NEW**

**Target Audience:** teachers/counsellors, career and HR practitioners; youth



This two-part comprehensive directory provides counsellors and their clients with general information on post-secondary level education and training programs available in Alberta and distance learning programs available in Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba).

This resource gives you complete information at your fingertips. For the most current information, visit the website at [www.alis.gov.ab.ca/edinfo](http://www.alis.gov.ab.ca/edinfo)

Catalogue Item # 613308

Professional Resource

\$25.00 each for Alberta and NWT residents

\$40.00 each out of Alberta

For information on Alberta occupations, see *OCCinfo*.

For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.

# PUBLICATIONS

## Education and Training Planner

(easy-to-read workbook, updated 2004, 60 pp.)

**Target Audience:** low literacy; job seekers/workers; youth

Are you planning to take an education or training program? Know what your education and training options in Alberta are. This workbook will help you through all of the steps—being a smart shopper and choosing the right program and the right school, applying for admission and thinking about money. The resource section offers additional sources of help. Part of a planning series that includes *Adult Back to School Planner* and *Career Planner*.

Catalogue Item # 462119

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Employment Series for Persons with Disabilities

Set of three books

**Target Audience:** employers, including managers/supervisors; persons with disabilities; teachers/counsellors, career and HR practitioners

This series of three books provides practical tips and ideas about the issues that persons with disabilities encounter when connecting with the workplace. They can be ordered as a set or individually (see separate listings on the next page). To access these books in French contact the Canadian Career Development Foundation by phone at 1-877-729-6164 toll-free or Internet at [www.ccdf.ca](http://www.ccdf.ca). To access these books in alternate formats contact the Alberta Career Information Hotline at 1-800-661-3753 toll-free or (780) 422-4266 in Edmonton.

Catalogue Item # 438178

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$19.00 each set

10+ copies \$15.00 each set

## Tips for Employers Employment Series for Persons with Disabilities

(book, 2000, 48 pp.)

**Target Audience:** employers, including managers/supervisors

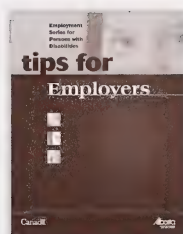
Today, more and more employers are hiring persons with disabilities. This book provides employers with a practical business approach, answers to typical concerns and questions, and resources.

Catalogue Item # 437162

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each



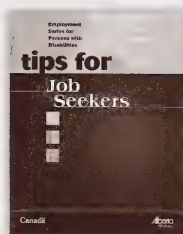
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Tips for Job Seekers Employment Series for Persons with Disabilities

(book, 2000, 48 pp.)

**Target Audience:** persons with disabilities

This book provides job seekers who have disabilities with practical tips and ideas to help identify and overcome challenges and create opportunities. It suggests ways to deal with typical concerns and questions relating to work search.



Catalogue Item # 437154

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Tips for Service Providers Employment Series for Persons with Disabilities

(book, 2000, 64 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

A resource written for service providers to support their efforts in helping persons with disabilities meet their employment goals. Service providers can include counsellors, employment agencies, vocational centres, and organizations working with persons with disabilities.

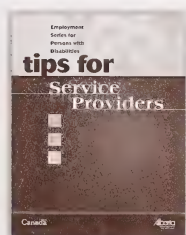
Catalogue Item # 437188

Professional Resource

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.75 each

10+ copies \$5.50 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

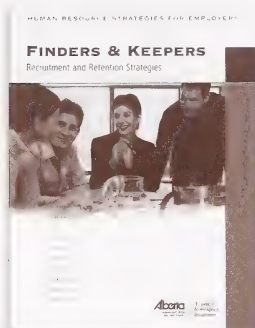
# PUBLICATIONS

## Finders & Keepers

Recruitment and retention strategies

(book, 2003, 64 pp.)

**Target Audience:** employers, including managers/supervisors



Employers who are able to find and keep valued employees gain the upper hand in today's labour market. *Finders & Keepers* provides proven strategies and practical tools to help small- and medium-sized employers attract, recruit, select and retain employees. It condenses best practices and current research into practical and affordable steps. It also contains information about additional resources and includes blank templates that will help employers meet the challenge of effective recruitment and retention. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 505232

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Finding Out

How to get the information you need to make the choices you want

(easy-to-read workbook, updated 2003, 44 pp.)

**Target Audience:** job seekers/workers; youth

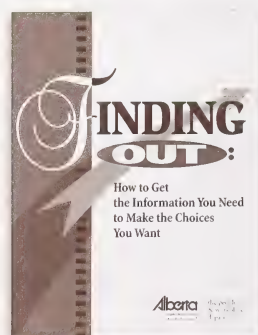
Trying to decide what to do next? To make the best decision, you'll need to find out all you can about your options. This book makes information gathering easy. Start with an inventory of your desires, interests, skills and values. Then, list career options that match. What education is required? What skills? What else do you need? Once you know the questions, this book shows you where to look for answers. Full of tips and examples of real people using research to get their career planning on target.

Catalogue Item # 332883

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

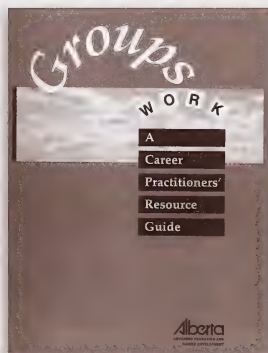
## Groups Work

### A career practitioners' resource guide

(coil-bound book, 1995, 124 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners

The ultimate resource guide for career practitioners who want to enhance their group facilitation skills. The book provides a theoretical framework for understanding the adult learner, then offers practical techniques for every step of group facilitation from client screening to follow-up. The book is full of exercises and tips—even an appendix of icebreakers and warm-up games. Geared to career practitioners already familiar with the career planning/decision-making model and the resources used in adult career development.



Catalogue Item # 307802

Professional Resource

Alberta and NWT 1–9 copies \$15.00 each

10+ copies \$10.00 each

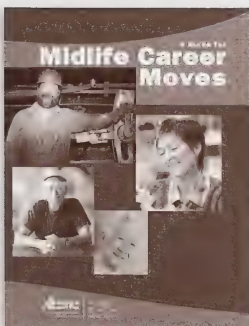
Out of Alberta 1–9 copies \$25.00 each

10+ copies \$20.00 each

## A Guide for Midlife Career Moves

(book, 2003, 56 pp.)

**Target Audience:** older workers (general public 45+ years)



Find yourself looking for work in midlife? This guide can help you move forward, one step at a time, until you are able to see your way ahead more clearly. Look at change and identify how to take advantage of positive characteristics associated with older workers. Consider your financial needs as you develop a sense of career direction, and explore non-traditional work alternatives and ways to find unadvertised work opportunities. Look at how to use your existing skills and learn new skills that don't require long training programs. Take advantage of the work search resources, programs and services available in your community.

Catalogue Item # 505191

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.50 each

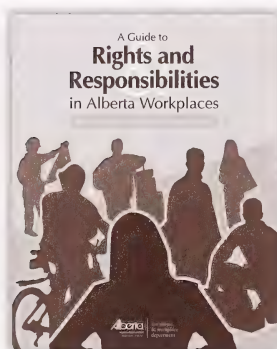
10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## A Guide to Rights and Responsibilities in Alberta Workplaces (book, 2005, 40 pp.)

**Target Audience:** employers, including managers/supervisors; job seekers/workers; youth; immigrants



Legislation specifies many of the rules that must be followed in Alberta workplaces by both workers and employers. If you are new to the workplace or an employer with a small or medium-sized business, this publication can help you find answers to questions about employment standards, health and safety, human rights and workers' compensation procedures. Listed phone numbers and websites direct you to contact people and information to help you stay within the rules.

Catalogue Item # 567266

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## The Investigator 2005-2006

(tabloid, 2005, 12 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners; youth

This publication offers career, learning, employment and workplace information. It's revised annually to serve as a timely resource for all Albertans. The information, phone numbers and websites listed in this handy reference will give you answers to the most commonly asked questions. Just click or call the contacts listed in *The Investigator* for the information you need.

Catalogue Item # 613754

Free of charge

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Job Seeker's Handbook

### An introductory guide to finding work

(workbook, 2002, 64 pp.)

**Target Audience:** job seekers/workers; youth

This basic guide to finding entry-level work is aimed at people who are new to the job search process. It features a skills inventory based on Conference Board of Canada Employability Skills 2000+, sample cover letters and résumés, tips for completing an application form and interview preparation questions. This edition also features information on scannable résumés.

Catalogue Item # 462086

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Job Smart

### Tips for staying employed

(book, 2003, 40 pp.)

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth



This basic guide to keeping a job features information about what employers are looking for in their employees. It includes self-assessment exercises, tips on problem solving and a list of helpful community resources.

Catalogue Item # 505240

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Labour Market Information for Your Business

A practical guide

(book, 2006)

**NEW**

**Target audience:** employers, including managers/supervisors

**Available  
Spring 2006**

What is labour market information? Why should employers want to know about it? How is it used? This publication demonstrates how businesses can benefit from labour market information. It presents a business case for achieving greater productivity by using labour market information; a generic model for researching, analysing and using such data; case studies that point out common ways to benefit from labour market information; and the best places to find current, reliable information.

Catalogue item # 623878

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.50 each

Will also be available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Lasting Gifts

Parents, teens and the career journey

(book, updated 1998, 54 pp.)

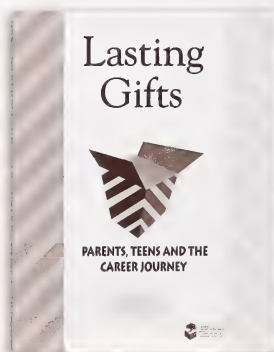
**Target Audience:** parents; youth

“There are only two lasting things that we can give our children. One is roots, the other is wings.” *Lasting Gifts* gives parents a wise, warm, supportive framework for helping their teens prepare for the challenges ahead. Chapters are based on the High Five messages: Change is Constant, Follow Your Heart, Focus on the Journey, Be an Ally, and Stay Learning. Practical exercises help parents and teens sort out their respective values and dreams.

Catalogue Item # 306854

Free of charge for Alberta and NWT residents

Out of Alberta order from [www.ccdf.ca](http://www.ccdf.ca)



## Let's Talk

### A guide to resolving workplace conflicts

(book, 2004, 32 pp.)

**Target Audience:** employers, including managers/supervisors; job seekers/workers

If you've ever experienced disagreements in the workplace, this book is for you. The conflict resolution methods presented are helpful for employees and employers of large, medium and small organizations, whether it's a private sector company or a not-for-profit association. Contains information on how to handle situations internally and where to get outside help.

Catalogue Item # 534075

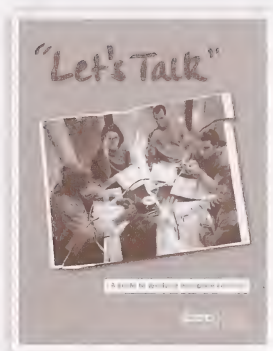
Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

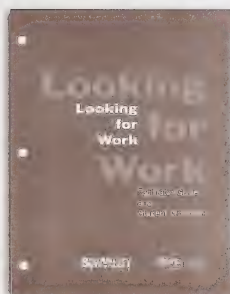


## Looking for Work

### Facilitator guide and student workbook

(facilitator guide, 2002, 67 pp.; student workbook, 2002, 153 pp.)

**Target Audience:** low literacy; job seekers/workers; teachers/counsellors, career and HR practitioners



*Looking for Work*, a facilitator guide with a master photocopy-ready student workbook, is designed to help tutors and instructors prepare lessons and provide activities for people who face literacy as a barrier to finding work. The student workbook, written at a Grade 5 reading level, is ideal for individual and group settings. This publication is produced in partnership with Bow Valley College and the National Literacy Secretariat.

Catalogue Item # 462078

Professional Resource

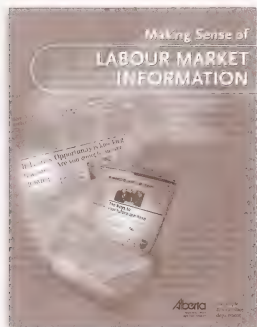
\$12.00 each

# PUBLICATIONS

## Making Sense of Labour Market Information

(book, 2003, 32 pp.)

**Target Audience:** job seekers/workers



If you're not sure what labour market information is, why you need it or where to find it, then this book is for you. It provides examples of how to use labour market information when making career, learning and employment decisions.

Catalogue Item # 505258

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.50 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

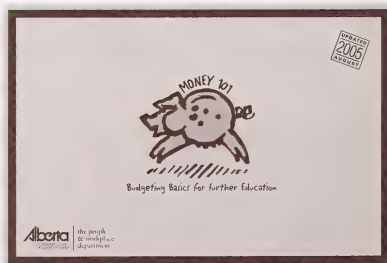
## Money 101

**Budgeting basics for further education**

(book, updated 2005, 54 pp.)

**Target Audience:** parents; youth

How are you going to pay for studies at a Canadian college or university? Enrol first in *Money 101*, a short course about the hard-rock realities of financing your education. *Money 101* offers straight talk about why you should invest in further education, how to set personal goals and how to figure out what your education will cost. The book offers suggestions on ways to pay for it, budgeting, banking and avoiding the pitfalls of plastic, and stretching your \$\$\$\$. Students share their experiences with handling money.



Catalogue Item # 563537

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Multiple Choices

### Planning your career for the 21st century

(book, updated 2000, 64 pp.)

**Target Audience:** job seekers/workers; youth

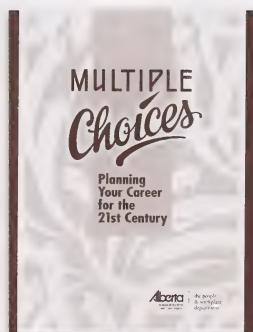
Every day you are making multiple choices on this journey called life. This book will help you become comfortable with your choices along the way and provide you with the career building knowledge and skills you need to make decisions more easily. Practical exercises help you clarify your dreams, identify your skills and assets and recognize attitudes and beliefs that either support or hinder you on your life's journey.

Catalogue Item # 359069

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$7.50 each

10+ copies \$6.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## OCCinfo

(over 530 occupational profiles, 2006, 3-hole punched printed package)

**NEW**

**Target Audience:** job seekers/workers; teachers/counsellors, career and HR practitioners; youth

**Update Available  
Spring 2006**

This handy reference contains Alberta profiles of over 530 occupations, covering duties, working conditions, salaries, employment outlook, personal characteristics and required educational qualifications. Occupations are organized alphabetically, by industry, by school subjects and by primary interest. *OCCinfo* includes helpful definitions and a cross-referenced index. For the most current information at no charge, visit the website at [www.alis.gov.ab.ca/occinfo](http://www.alis.gov.ab.ca/occinfo)

Catalogue Item # 623828

Professional Resource

\$50.00 each package for Alberta and NWT residents

\$100.00 each package out of Alberta

For information on educational programs in Alberta, see *EDinfo*.

For information on registration and certification requirements for Alberta occupations, see *CERTinfo*.

# PUBLICATIONS

## The Planning Series

Set of three books

**Target Audience:** low literacy; job seekers/workers; youth



A series about the importance of planning in your life. Three popular publications, *Adult Back to School Planner*, *Career Planner* and *Education and Training Planner* are easy to read with a step-by-step approach to support career and education decision-making. Can be ordered as a set of three, or individually (see separate listings elsewhere in this catalogue).

Catalogue Item # 462127

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$18.00 each set

10+ copies \$10.00 each set

## Positive Works II

(workbook, 2001, 64 pp.)

**Target Audience:** job seekers/workers

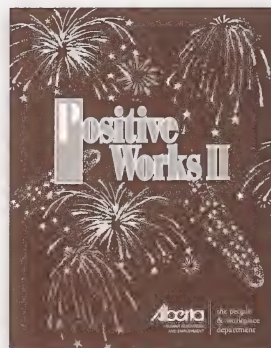
If you believe there are no jobs out there, then you probably won't put much effort into getting one. But if you believe there are opportunities out there, then there will be nothing stopping you. It's amazing what you can accomplish by changing negative attitudes and beliefs into positive ones. This book is full of exercises and tips to help you put those positives to work for you in all areas of your life: goal-setting, learning, improving relationships, coping with stress, and finding and keeping work.

Catalogue Item # 332891

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each



Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Radical Change in the World of Work

### The workbook

(workbook, updated 2003, 104 pp.)

**Target Audience:** job seekers/workers

*Radical Change in the World of Work: The workbook* takes self-directed adults through the range of work options available to them. It covers virtually everything needed for today's career building: self-analysis, visioning, attitudes and beliefs about work, relationship building, exploration of work alternatives, and Magnusson's 5 P's of planning—pride, passion, purpose, performance and poise.

Catalogue Item # 308694

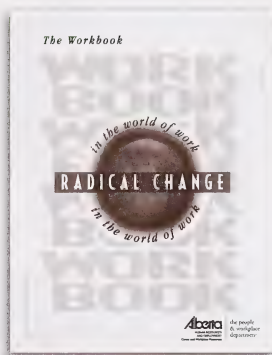
Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$10.00 each

10+ copies \$8.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Safe and Healthy

### A guide to managing an aging workforce

(book, 2006)

**Target audience:** employers, including managers/supervisors

**Available  
Spring 2006**

The average age of the workforce is rising and labour shortages are becoming more common in Alberta workplaces. Employers are looking to retain their valued older workers (age 45+) and, in some cases, are in a position to hire older employees for vacancies in their organization. This publication examines perceptions and realities about the capabilities of the older worker and offers ways to keep your employees of any age safe and healthy on the job. This publication is one of a series on Human Resource Strategies for Employers.

Catalogue Item # 623852

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$5.25 each

Will also be available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Seekers & Storytellers

Aboriginal role models share their career journeys

(book, 2002, 62 pp.)

**Target Audience:** Aboriginal people; youth



This resource is designed for Aboriginal youth looking for information and inspiration to plan their futures. Each Aboriginal role model featured in the book talks about challenges they have overcome on their career journeys, and each page features a resource available to help young people dealing with a similar challenge. The High Five career development themes are woven throughout. This resource was created in partnership with the Interprovincial Association on Native Employment (Alberta Chapter) and Alberta Children's Services.

Catalogue Item # 457491

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Self-Employment

Is it for me?

(workbook, updated 2004, 28 pp.)

**Target Audience:** job seekers/workers

Thinking of becoming your own boss? This primer outlines the benefits and challenges of self-employment and examines the motivation, skills, traits and background of successful entrepreneurs. It explores the various forms of self-employment and how to get started in business. There are hints to get you thinking about innovative products and services, information on writing business plans and more.

Catalogue Item # 332437

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each



Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

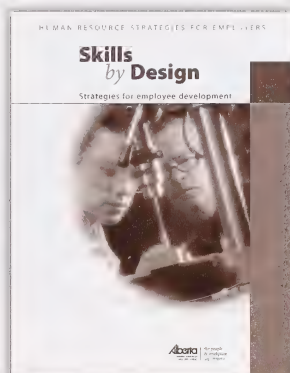
## Skills by Design

### Strategies for employee development

(book, 2005, 48 pp.)

**Target Audience:** employers, including managers/supervisors

Taking the time to read this book is an investment in your company's future. *Skills by Design* is a toolbox for employers looking to sharpen the skills of their workforce. The publication builds the case that any business, no matter how small, should have the tools and know-how to do regular inspections, maintenance and enhancement of employee skills. It features the why to, how to and practical what to do of employee skills development. This publication is one of a series on Human Resource Strategies for Employers.



Catalogue # 567290

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.50 each

10+ copies \$5.25 each

Also available on-line, free of charge, at

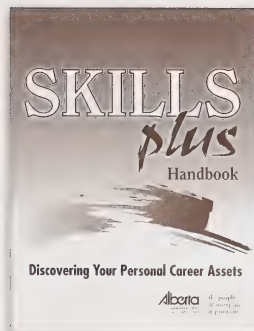
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Skills Plus Handbook

### Discovering your personal career assets

(workbook, 2001, 54 pp.)

**Target Audience:** job seekers/workers; youth



A self-assessment workbook to help you learn about the skills and assets you have that will help you adapt in today's world of work. Read about the skills employers are looking for and work on exercises that will help you identify your own strengths. Includes suggestions for keeping track of your skills and ideas for "repackaging" your career assets to suit your current needs. By the end of the book you will have developed a summary of personal assets that will help you with future career choices.

Catalogue Item # 378142

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at

[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## The Smarts Series For Counsellors

Set of three curriculum packages

**Target Audience:** low literacy; job seekers/workers; teachers/counsellors, career and HR practitioners



A series of three curriculum packages designed for trainers and counsellors. Each package contains activities and handouts, strategies and tips. Many of the information and activity sheets can be reproduced as needed. Can be ordered as a set of three, or individually (separate listings follow).

Catalogue Item # 335457

Professional Resource

\$40.00 each set for Alberta  
and NWT residents

\$50.00 each set out of Alberta

## Lifeskills

### # 1 in the Smarts Series for Counsellors

(activity package, updated 2001, coil-bound, 144 pp.)

"I've felt lousy about myself for a long time," says Chad. Sounds like a candidate for *Lifeskills*. Designed for trainers and counsellors working with adults who have been out of school and the workforce for an extended period and who may be experiencing difficulty re-entering. Areas covered range from self-esteem and communication skills to time, money and anger management.



Catalogue Item # 285389

Professional Resource

\$15.00 each for Alberta and NWT residents

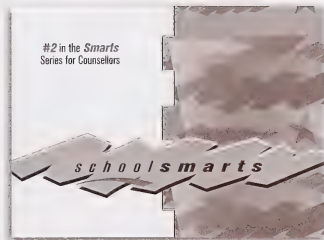
\$20.00 each out of Alberta

## Schoolsmarts

### # 2 in the Smarts Series for Counsellors

(activity package, 1995, coil-bound, 76 pp.)

"In twelve years of schooling, nobody ever taught me how to study," says Mark R. What he needs is some *Schoolsmarts*. For trainers and counsellors working with clients who are returning to school, as well as students presently in a school program. The goal is to provide participants with the skills needed to develop an education plan and the study habits needed to succeed in school. Contains activities, tips and strategies for effective studying, taking exams, writing papers, making presentations and more.



Catalogue Item # 285371

Professional Resource

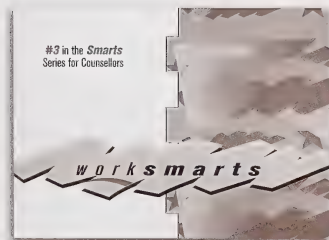
\$10.00 each for Alberta and NWT residents

\$15.00 each out of Alberta

## Worksmarts

### # 3 In The Smarts Series For Counsellors

(activity package, 1996, coil-bound, 114 pp.)



Worksmarts is designed to help people become smart about finding work. This activity package has four stand-alone modules: Work Trends, Work Readiness, Work Search Tools and Work Maintenance. Each consists of several exercises, many with information and activity sheets to be reproduced as needed. The goal is to provide participants with the skills they need to find suitable, satisfying work. Activities can be adapted for new entrants into the workforce, re-entrants and career changers.

Catalogue Item # 308107

Professional Resource

\$15.00 each for Alberta and NWT residents

\$20.00 each out of Alberta

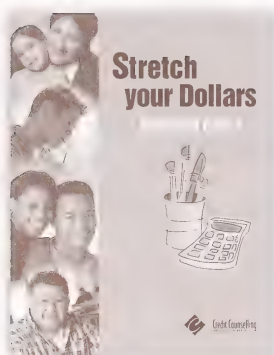
# PUBLICATIONS

## Stretch Your Dollars

### Budgeting basics

(book, 2004, 32 pp.)

**Target Audience:** parents; youth



Would you like to get as much as possible from each dollar you have? This publication, produced by Credit Counselling Services of Alberta, will guide you through the budget process. Includes helpful tips and suggestions on how to cut your expenses, boost your income and access useful information, services and programs.

Catalogue Item # 534067

Free of charge for Alberta and NWT residents.

Out of Alberta an on-line copy is available at [www.creditcounselling.com](http://www.creditcounselling.com) (click on Order Form and scroll to Stretch Your Dollars)

## Time to Choose...

### a post-secondary education program, 2005–2006

(book, 2005, 72 pp.)

**Target Audience:** youth

**NEW**

Planning to take further education in Alberta? *Time to Choose* has up-to-date information on various education options, what programs are offered and where, overviews and features of various educational institutions, contacts and more.

Catalogue Item # 613762

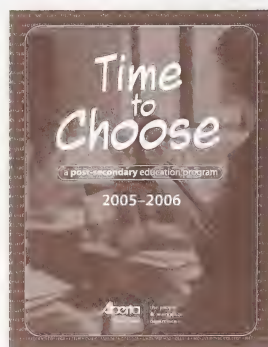
Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.50 each

10+ copies \$6.00 each

For additional information on educational programs in Alberta, see *EDinfo*.

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Training for Work

(book, 2004, 48 pp.)

**Target Audience:** job seekers/workers; youth

*Training for Work* offers creative alternatives to the traditional full-time classroom setting. Take advantage of opportunities that will maximize your training options and consider how mentoring, volunteering, self-study, short-term courses and on-the-job training will boost your employability.

Catalogue Item # 534083

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$5.00 each

10+ copies \$4.00 each



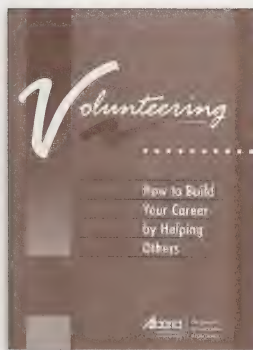
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Volunteering

**How to build your career by helping others**

(book, updated 2003, 52 pp.)

**Target Audience:** job seekers/workers; youth



Looking for a job but don't have enough experience or connections? Want to change occupations but don't know what to do? Volunteer and get what you need by giving. This book describes the many benefits volunteering offers people as a career-building strategy for gaining experience, adding new skills, making contacts and researching career ideas. Concludes with a section on how to use your volunteer experience on your résumé and in your career portfolio to get the work you want.

Catalogue Item # 359308

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$4.00 each

10+ copies \$3.00 each

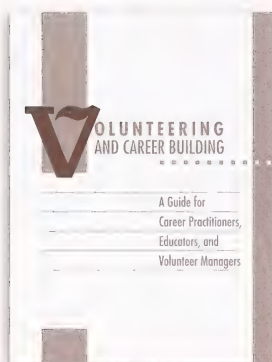
Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# PUBLICATIONS

## Volunteering and Career Building

**A guide for career practitioners, educators, and volunteer managers**  
(book, 1998, 44 pp.)

**Target Audience:** teachers/counsellors, career and HR practitioners



Volunteering is a valuable career-building tool to help develop job skills, build confidence and provide work experience and networking opportunities. This guide is for educators interested in providing practicum experience for students, for career practitioners assisting people with career planning, and for managers of volunteers wanting to get the maximum potential out of volunteer opportunities and create win-win experiences for volunteers. There are tips on incorporating career development strategies when preparing clients and students for volunteer roles and finding them appropriate placements.

Catalogue Item # 359316

Professional Resource

Alberta and NWT 1-9 copies \$5.00 each

10+ copies \$4.00 each

Out of Alberta 1-9 copies \$6.00 each

10+ copies \$5.00 each

## Welcome to Alberta Information for immigrants

(book, 2005, 64 pp.)

**NEW**

**Target Audience:** immigrants

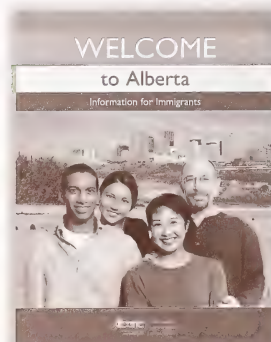
This guide provides useful information for settling and living in the province. It covers a wide range of topics, including Alberta's geography and climate, housing, employment, education and health care. Other topics include currency and the banking system, child care, transportation, recreation opportunities and the legal system. In addition, the guide contains phone numbers and Internet addresses for more information.

Catalogue Item # 609050

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.50 each



For the most current information, see the *Welcome to Alberta* website at [www.alis.gov.ab.ca/welcometoalberta](http://www.alis.gov.ab.ca/welcometoalberta)

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## What Works

### Career-building strategies for people from diverse groups

(counsellor resource, updated 2006)

**Target Audience:** teachers/counsellors, career and HR practitioners

*What Works* is a unique counselling manual of client-driven, strength-based approaches and effective strategies for working with diverse groups, including Aboriginal people, youth, ex-offenders, immigrants and visible minorities, older workers, persons with a low income, and persons with a developmental disability, diagnosed mental illness, learning disability or physical disability. Each of the chapters covers general characteristics, employment issues and effective strategies and practices for counselling these groups. Career practitioners will find a wealth of additional information in the resource section: websites, related organizations and complete bibliographical information.

**Update Available  
Spring 2006**

Catalogue Item # 623844

Professional Resource

\$30.00 each for Alberta and NWT residents

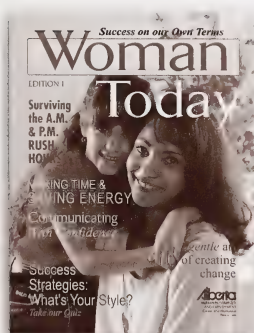
\$50.00 each out of Alberta

## Woman Today, Edition 1

### Success on our own terms

(magazine, updated 2001, 48 pp.)

**Target Audience:** job seekers/workers



“Making Time, Saving Energy.” “The Gentle Art of Creating Change.” These are just two of the topics covered in this lively magazine for women who want to make positive changes in their lives. Ideal for women who are going back to school or getting ready to look for work, *Woman Today, Edition 1* will help them balance all the new demands in their lives. Articles provide inspiration and advice on everything from setting personal goals to surviving the morning and evening rush hours in a busy household. A support magazine for women in transition.

Catalogue Item # 325630

Free of charge for Alberta and NWT residents

Out of Alberta 1–9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

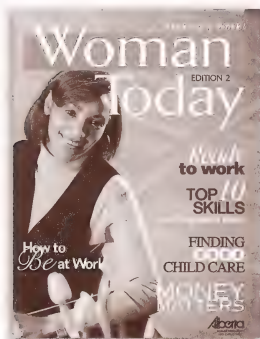
# PUBLICATIONS

## Woman Today, Edition 2

### Making it work!

(magazine, updated 2000, 58 pp.)

**Target Audience:** job seekers/workers



A bright, information-packed magazine for women who are getting ready to step into the world of paid work, either for the first time or after some stops and starts. *Woman Today, Edition 2* will help you balance all the new demands in your life with confidence. "Could Self-Employment Work for You?" or "Finding Good Child Care": these and many more articles present valuable information on everything from acting professionally to delegating household chores. Plus valuable advice on what to do about sexual harassment in the workplace. A next step following *Woman Today, Edition 1, Success on our own terms*.

Catalogue Item # 356643

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## Workability Handbook

(easy-to-read book, 1996, 72 pp.)

**Target Audience:** low literacy; job seekers/workers; teachers/counsellors, career and HR practitioners; youth

This handy book lists 32 factors in demand in the workplace. The factors are broken down into four groups: Attitudes, such as concern for quality; Universal Skills, such as problem-solving; Work Know-How, including work-specific skills; and Work Search Strategies, such as work interview skills. This workbook has been used successfully with youth, immigrants and people receiving income support.

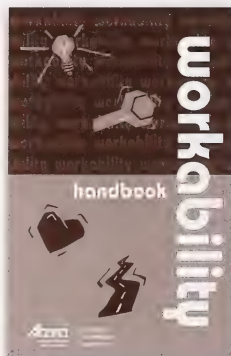
Catalogue Item # 324260

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$6.25 each

10+ copies \$5.00 each

Also available on-line, free of charge, at  
[www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)



## Working in Alberta

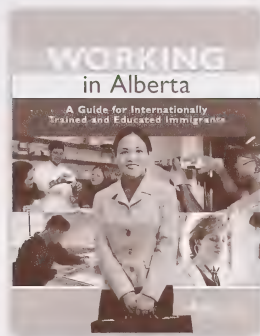
A guide for internationally trained and educated immigrants

(book, 2005, 76 pp.)

**Target Audience:** immigrants

Have you obtained your education and skills training outside of Canada? Do you need to make some decisions about your work life in Alberta? Then this guide could help you get started.

*Working in Alberta* can help you research your occupation in Alberta, look at other work alternatives and become familiar with the Alberta workplace. You'll find information on topics including recognition of international qualifications, registration and certification, occupational information, career management, job search skills and the labour market. It also includes information about the agencies, professional organizations, government departments, websites and publications that can help during this period of transition.



Catalogue Item # 567307

Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$7.50 each

10+ copies \$6.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

## X-treme Safety

Survival tips for rookies in the workplace

(booklet, 2001, 40 pp.)

**Target Audience:** employers, including managers/supervisors; parents; job seekers/workers; teachers/counsellors, career and HR practitioners; youth



Using the analogy of X-treme sport, this survival guide for young, inexperienced workers is packed with information about workplace health and safety regulations and employment standards in Alberta. Through personal stories, quizzes and checklists, youth gain the information they need to contribute to working in a safe, healthy and fair work environment.

Catalogue Item # 454992

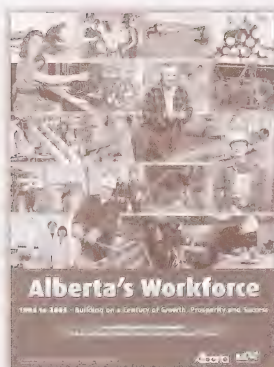
Free of charge for Alberta and NWT residents

Out of Alberta 1-9 copies \$5.00 each

10+ copies \$4.00 each

Also available on-line, free of charge, at [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop)

# POSTERS



**573396 –  
Alberta's Workforce  
(Centennial)**



**459900 – ALIS**



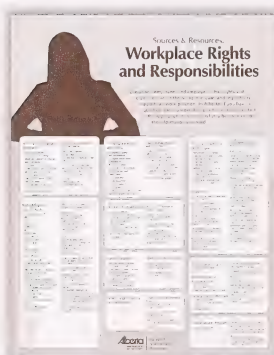
**529638 – Career  
Information Hotline**



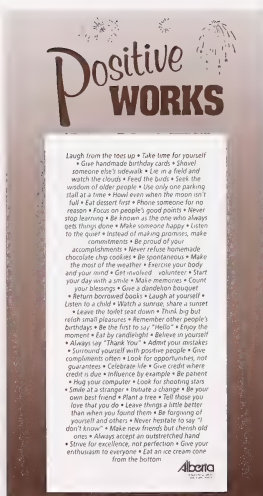
**459116 – Aboriginal  
Role Models**



**445892 – Career Gear**



**567274 –  
Sources and Resources:  
Workplace Rights  
and Responsibilities**



**108804 –  
Positive Works**



**455007 –  
X-treme Safety**



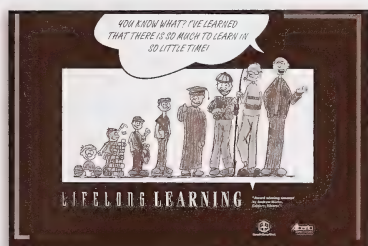
**509292 – Positive Works at Work (set of 2)**



**418500 – Physics Connections**



**107210 – Many Hats Many Choices**



**240937 – Lifelong Learning, Growing Up**



**108474 – Learning Never Ends**



**462276 – Life Changes**



**567282 – Occupations Unlimited**



**108482 – Skill Crazy**



**107624 – Girl in the Mirror**

# ORDER FORM

## Ship to

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## Method of payment

☐ Cheque or money order payable to Learning Resources Centre  
☐ Purchase order no. \_\_\_\_\_  
☐ Visa/MasterCard no. \_\_\_\_\_  
 Expiry date \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

Item	Page #	Catalogue Item #	In Alberta/NWT		Out of Alberta		Qty	Total Price
			1-9 Copies	10+ Copies	1-9 Copies	10+ Copies		
Publications								
Adult Back to School Planner	4	462094	Free	Free	\$6.25	\$5.00		
Advanced Techniques for Work Search	4	462135	Free	Free	\$6.25	\$5.00		
Alberta Careers Update	5	558554	Free	Free	\$6.50	\$6.00		
Better Balance, Better Business Options for work-life issues	5	534091	Free	Free	\$6.50	\$5.25		
Building Tomorrow Today 2005	6	567240	\$20.00	\$20.00	\$20.00	\$20.00		
Building Tomorrow Today 2006	6	623894	\$20.00	\$20.00	\$20.00	\$20.00		
Canada Prospects 2005-2006	6	617011	Free	Free	Order on-line			
Canada Prospects Facilitator's Guide 2005-2006	7	617045	Free	Free	Order on-line			
Career Digest Career development concepts for today	7	407347	\$15.00	\$15.00	\$25.00	\$25.00		
Career Gear *some assembly required	8	444133	Free	Free	\$7.00	\$6.50		
Career Planner Choosing an occupation	8	462101	Free	Free	\$7.50	\$6.00		
CareerShop 2006 Catalogue	-	623886	Free	Free	Free	Free		
CERTinfo	9	534108	\$10.00	\$10.00	\$20.00	\$20.00		
Change and Transitions	9	458910	Free	Free	\$6.00	\$5.00		
Creating a Career Resource Centre	10	327066	\$10.00	\$10.00	\$15.00	\$15.00		

Item	Page #	Catalogue Item #	In Alberta/NWT		Out of Alberta		Qty	Total Price
			1-9 Copies	10+ Copies	1-9 Copies	10+ Copies		
Creating a New Future The job-loss workbook	10	265886	Free	Free	\$6.25	\$5.00		
Diversity A strategy to meet your need for skilled workers	11	462143	Free	Free	\$6.50	\$5.25		
EDinfo 2005-2006	11	613308	\$25.00	\$25.00	\$40.00	\$40.00		
Education and Training Planner	12	462119	Free	Free	\$6.25	\$5.00		
Employment Series for Persons with Disabilities (set of three)	12	438178	Free	Free	\$19.00	\$15.00		
Employment Series for Persons with Disabilities Tips for employers	13	437162	Free	Free	\$6.25	\$5.00		
Employment Series for Persons with Disabilities Tips for job seekers	13	437154	Free	Free	\$6.25	\$5.00		
Employment Series for Persons with Disabilities Tips for service providers	13	437188	Free	Free	\$6.75	\$5.50		
Finders & Keepers Recruitment and retention strategies	14	505232	Free	Free	\$6.50	\$5.25		
Finding Out How to get the information you need to make the choices you want	14	332883	Free	Free	\$6.50	\$5.25		
Groups Work A career practitioners' resource guide	15	307802	\$15.00	\$10.00	\$25.00	\$20.00		
A Guide for Midlife Career Moves	15	505191	Free	Free	\$6.50	\$5.25		
A Guide to Rights and Responsibilities in Alberta Workplaces	16	567266	Free	Free	\$6.50	\$5.25		
The Investigator 2005-2006	16	613754	Free	Free	Free	Free		
Job Seeker's Handbook An introductory guide to finding work	17	462086	Free	Free	\$6.25	\$5.00		
Job Smart Tips for staying employed	17	505240	Free	Free	\$6.25	\$5.00		
Labour Market Information for Your Business A practical guide	18	623878	Free	Free	\$6.25	\$5.50		
Lasting Gifts Parents, teens and the career journey	18	306854	Free	Free	Order on-line			
Let's Talk A guide to resolving workplace conflicts	19	534075	Free	Free	\$6.50	\$5.25		
Looking for Work Facilitator guide and student workbook	19	462078	\$12.00	\$12.00	\$12.00	\$12.00		
Making Sense of Labour Market Information	20	505258	Free	Free	\$6.25	\$5.50		
Money 101 Budgeting basics for further education	20	563537	Free	Free	\$6.50	\$5.25		
Multiple Choices	21	359069	Free	Free	\$7.50	\$6.00		
OCCinfo 2006	21	623828	\$50.00	\$50.00	\$100.00	\$100.00		
Perspectives canadiennes 2005-2006	6	617029	Free	Free	Order on-line			
Planning Series (set, Adult Back to School Planner, Career Planner, Education and Training Planner)	22	462127	Free	Free	\$18.00	\$10.00		

Item	Page #	Catalogue Item #	In Alberta/NWT		Out of Alberta		Qty	Total Price
			1-9 Copies	10+ Copies	1-9 Copies	10+ Copies		
Positive Works II	22	332891	Free	Free	\$6.25	\$5.00		
Radical Change in the World of Work The workbook	23	308694	Free	Free	\$10.00	\$8.00		
Safe and Healthy A guide to managing an aging workforce	23	623852	Free	Free	\$6.50	\$5.25		
Seekers & Storytellers Aboriginal role models share their career journeys	24	457491	Free	Free	\$6.25	\$5.00		
Sélections Carrière Concepts en développement de carrière pour le monde d'aujourd'hui	7	408600	\$15.00	\$15.00	\$25.00	\$25.00		
Self-Employment: Is it for me?	24	332437	Free	Free	\$7.50	\$6.00		
Skills by Design Strategies for employee development	25	567290	Free	Free	\$6.50	\$5.25		
Skills Plus Handbook Discovering your personal career assets	25	378142	Free	Free	\$7.50	\$6.00		
The Smarts Series for Counsellors (set, Lifesmarts, Schoolsmarts, Worksmarts)	26	335457	\$40.00	\$40.00	\$50.00	\$50.00		
Smarts Series for Counsellors Lifesmarts	26	285389	\$15.00	\$15.00	\$20.00	\$20.00		
Smarts Series for Counsellors Schoolsmarts	27	285371	\$10.00	\$10.00	\$15.00	\$15.00		
Smarts Series for Counsellors Worksmarts	27	308107	\$15.00	\$15.00	\$20.00	\$20.00		
Stretch Your Dollars Budgeting basics	28	534067	Free	Free	Download on-line at <a href="http://www.creditcounselling.com">www.creditcounselling.com</a> (click on Order Form and scroll to Stretch Your Dollars)			
Time to Choose... a post-secondary education program 2005-2006	28	613762	Free	Free	\$6.50	\$6.00		
Training for Work	29	534083	Free	Free	\$5.00	\$4.00		
Volunteering How to build your career by helping others	29	359308	Free	Free	\$4.00	\$3.00		
Volunteering and Career Building A guide for career practitioners, educators, and volunteer managers	30	359316	\$5.00	\$4.00	\$6.00	\$5.00		
Welcome to Alberta Information for immigrants	30	609050	Free	Free	\$7.50	\$6.50		
What Works Career-building strategies for people from diverse groups	31	623844	\$30.00	\$30.00	\$50.00	\$50.00		
Woman Today, Edition 1 Success on our own terms	31	325630	Free	Free	\$6.25	\$5.00		
Woman Today, Edition 2 Making it work	32	356643	Free	Free	\$6.25	\$5.00		
Workability Handbook	32	324260	Free	Free	\$6.25	\$5.00		
Working in Alberta A guide for internationally trained and educated immigrants	33	567307	Free	Free	\$7.50	\$6.00		
X-treme Safety Survival tips for rookies in the workplace	33	454992	Free	Free	\$5.00	\$4.00		

Item	Page #	Catalogue Item #	In Alberta/NWT		Out of Alberta		Qty	Total Price
			1-9 Copies	10+ Copies	1-9 Copies	10+ Copies		
Posters								
Aboriginal Role Models	34	459116	Free	Free	\$5.00	\$5.00		
Alberta's Workforce (Centennial)	34	573396	Free	Free	\$5.00	\$5.00		
ALIS	34	459900	Free	Free	\$5.00	\$5.00		
Career Gear	34	445892	Free	Free	\$5.00	\$5.00		
Career Information Hotline	34	529638	Free	Free	\$5.00	\$5.00		
Girl in the Mirror	35	107624	Free	Free	\$5.00	\$5.00		
Learning Never Ends	35	108474	Free	Free	\$5.00	\$5.00		
Life Changes	35	462276	Free	Free	\$5.00	\$5.00		
Lifelong Learning, Growing Up	35	240937	Free	Free	\$5.00	\$5.00		
Many Hats, Many Choices	35	107210	Free	Free	\$5.00	\$5.00		
Occupations Unlimited	35	567282	Free	Free	\$5.00	\$5.00		
Physics Connections	35	418500	Free	Free	\$5.00	\$5.00		
Positive Works	34	108804	Free	Free	\$5.00	\$5.00		
Positive Works at Work (set of 2)	35	509292	Free	Free	\$5.00	\$5.00		
Skill Crazy	35	108482	Free	Free	\$5.00	\$5.00		
Sources and Resources: Workplace rights and responsibilities	34	567274	Free	Free	\$5.00	\$5.00		
X-treme Safety	34	455007	Free	Free	\$5.00	\$5.00		

**Subtotal** \_\_\_\_\_

How to Calculate Your Shipping and Handling Charges	
<b>Alberta orders</b>	No charge for shipping/handling
<b>NWT orders</b>	Base rate of \$5.00 plus <b>actual shipping costs</b> (for an estimate, contact the Learning Resources Centre at the number listed below).
<b>Out of Alberta orders (excluding NWT)</b>	Base rate of \$5.00 plus 2.5% of the total order

**Shipping/handling charges** \_\_\_\_\_  
(see chart at left)

**GST\*** \_\_\_\_\_

**Total** \_\_\_\_\_

**\*GST Exemption Number (if applicable)**

*Only Canadian orders accepted.  
Visa/MasterCard number, or cheque, money order or purchase  
order made payable to Learning Resources  
Centre must accompany this form.*

**Mail or Fax order to:** Learning Resources Centre  
12360-142 Street, Edmonton, AB Canada T5L 4X9  
Telephone (780) 427-5775 Fax (780) 422-9750

# WE'D LIKE TO HEAR FROM YOU

## CareerShop 2006 Catalogue

Date \_\_\_\_\_

What specific information in this publication did you find useful?

How did it help you?

---

---

---

How could we improve this publication? What was not useful?

---

---

---

---

Do you have any suggestions for other information or other publications that would be of value to you?

---

---

---

---

Please return this form to  
People, Skills and Workplace Resources  
Alberta Human Resources and Employment  
12th Floor, Capital Health Centre, South Tower  
10030-107 Street, Edmonton, AB T5J 3E4  
Fax 780-422-5319

# Explore your options on-line for Career, Learning and Employment information

[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)

- Career planning
- Education and training
- Occupational information
- Students finance
- Scholarships
- Job postings



This catalogue is printed on acid-free, archival, elemental chlorine-free paper made from recycled content including 10 per cent post-consumer fibre. In choosing this paper, Alberta Human Resources and Employment saved 10,369 litres of water, conserved 6.5 trees and diverted 132 kilograms of waste from Alberta landfills.